The Invoice Assessment is a questionnaire covering program-specific questions related to contract requirements and service deliverables. If the invoice has a program that requires an Invoice Assessment below are the steps to follow.

Completing an Invoice Assessment	
1.	Log into EIM/ESM.
2.	Click the **Billing** Module.
3.	Select **Invoice Search** from the navigation bar.
4.	Enter search criteria. *Tip:* Generally searching by the date is helpful, e.g. 07/01/2007 - 07/31/2007.
5.	Click **[Search]**. *The results appear below the search criteria.*
6.	Click the Invoice link. *The **Invoice Summary** page appears.*
7.	Select **Invoice Assessment** from the navigation bar. *The **Invoice Assessment** page appears.*
8.	Click [**Complete Assessment**]. *The **Invoice Assessment** page reappears.*
9.	Enter information in the appropriate fields.
10.	Click **[Next page]**. *The **Invoice Assessment** page reappears.*
11.	Finish Assessment.
12.	Click **[Submit]**. *The **Invoice Summary** page reappears with a message displaying, "The Assessment has been completed successfully".* *Tip:* Click **[Previous page]** to return to the previous page.

Virtual Gateway Customer Service
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